

# Account Transfer Form

Putting Service First



Whiteaway Laidlaw Bank Limited, Queens Court, 24 Queen Street, Manchester M2 5HX.  
Registered Office 125 Portland Street, Manchester M1 4QD. Registered in England – Company No. 388466.  
Authorised and regulated by the Financial Services Authority. Registration No. 204574.

Whiteaway Laidlaw Bank is a member of Manchester Building Society Group.

email [info@wlbank.co.uk](mailto:info@wlbank.co.uk) call **0161 833 5444** log-on to [www.wlbank.co.uk](http://www.wlbank.co.uk)



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# Account Transfer Form

## 3 Easy Steps to Transferring your Account

To ensure you get the full benefits of transferring your banking to Whiteaway Laidlaw Bank Limited we will take care to transfer all your Accounts, Standing Orders and Direct Debits for you and will advise and support you every step of the way.

### Step 1 Provide us with details of your existing account

- Please complete all relevant details, ensuring that all appropriate authorised signatories have signed in the section 'Customer Authority to Existing Bank' on Page 3.

### Step 2 We will transfer your account for you

- We will contact your existing bank within 3 working days of approving your transfer application and request full details of all Direct Debits and Standing Orders.
- When we have received the list of your existing Direct Debits and Standing Orders, we will forward them to you for final checking.
- Once we have received final confirmation from you, we will continue to set up your Direct Debits and Standing Orders.
- Please note that the funds transfer will not be actioned until your Direct Debits and Standing Orders have been set up on your new account.

### Step 3 Completing the process

- Once the process is complete, we will write to you.
- We will then ask your existing bank to close your account.

# Account Transfer Form

## Existing Bank Details

Name of Existing Bank

Address

Postcode

Account Name 1

Account No.

Account Name 2

Account No.

Account Name 3

Account No.

Sort Code

## Transfer of Payments and Funds

Transfer of Payments

Please disclose the details of all existing Direct Debits and/or Standing Orders currently set up on my/our account(s) numbered above to Whiteaway Laidlaw Bank.

Transfer of Funds

Transfer the balance of the account(s) detailed above AND close the account, transferring the balance(s) to the corresponding account referred to below.

Whiteaway Laidlaw Bank account

Sort Code

16 - 58 - 73

Account Name 1

Account No. (OFFICE USE ONLY)

Account Name 2

Account No. (OFFICE USE ONLY)

Account Name 3

Account No. (OFFICE USE ONLY)

## Customer Authority to Existing Bank

I/We instruct you to transfer payments and/or funds from my/our account(s) numbered above to Whiteaway Laidlaw Bank.

Full Name

Signature

Date

Full Name

Signature

Date

Full Name

Signature

Date